## Workforce Workgroup Charter

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| **Workgroup Name:** | Workforce and Training | **Co-Chairs:** | Jeff Oxendine, Speranza Avram<br>Martha Dameron |
| **Meeting Frequency:** | Bi-weekly, begin 5/28/2009,<br>11:00- !2:00 PM | **Workgroup Consultants:** | Brad Kittredge,<br>bkittredge@gmail.com<br>Lynn Barr, lynnbarr@berkeley.edu |

### Workgroup Objectives:

- Ensure adequate workforce exists to achieve 90% Interoperable EMR adoption and leverage stimulus funds.
- Incorporate diverse stakeholder views and participation into a strategic plan for Workforce and Training of
- Develop a Workforce and Training Component for the California Health Information Exchange Strategic Plan
- Establish a consortium and prepare grant application on to secure federal funding to implement HIT Workforce training programs.
- Create plan to integrate the application of certified EHR technology into the clinical education of health professionals to reduce medical errors, increase access to prevention, reduce chronic diseases, and ensure quality for inclusion into the California Health Information Exchange Strategic Plan

### Decisions Governed:

- Determine workforce and training requirements
- Create the partnership for the grant application and respective organizational roles
- Develop and propose an HIT training curriculum for the Workforce and Training Component
- Develop metrics that meet federal and state reporting requirements
- Establish an evaluation plan to measure the proposal against required federal goals and impact on healthcare quality and safety.

### Decisions Not-Governed:

- Level of Federal funding.

### Strategic Plan:

### Overarching Goals of the Workforce Workgroup:

1. Ensure an ample and adequately trained workforce exists to support broad dissemination of HIT to improve the quality and safety of health care.

2. Expand medical health informatics programs for health care and IT students, with a preference for existing programs less than 6 months in length.

3. Maximize federal stimulus funding payments to create and support the HIT workforce in California.

### Priority Audience(s):

IT and health care students, providers-in-training, veterans, unemployed IT workers.

### Objectives to Carry Out Goals:

Subcommittee 1.        Identify HIT workforce needs for next 10 years
- Identify existing HIT workforce capacity in CA (i.e. Numbers of IT, HIT, Integrators)
- Describe existing core competencies and identify new areas to be added
- Estimate  CA's HIT workforce needs based on a projected HIT implementation schedule
- Identify existing programs and include them in the process
  - Community Colleges – certificate programs <6 months
  - Bridge programs between community colleges and universities.
  - Colleges and Universities – Undergraduate programs
  - Graduate Schools of Medicine, Nursing, Pharmacy and other health care

          fields

Subcommittee 2.    Develop the Training and Education Programs Proposal to address the gaps in competency or workforce capacity identified for health care and IT workers

- Identify existing programs that that can be targeted for expansion or the develop new programs
  - Describe curriculum
  - Identify institutions willing to create/adopt new programs
  - Identify capital requirements and budgets
- Create student retention and recruitment program and measurement metrics
- (Option Based on time) Define requirements for demonstration project emphasizing HIT as part of medical education
  - Identify institution(s) willing to create/adopt demonstration project
  - Determine metrics for analyzing impact of demonstration project on healthcare quality and safety

Subcommittee 3.    Identify sources willing to meet the 50 % matching commitment

- Employers
- Insurers
- Foundations
- Hospital Networks
- IPA's

**Tactical Plan Components:**
Detailed description of programs listed above, workforce projections, gap analysis, capital and personnel budget, stimulus money forecast, matching funds forecast.

**Resources/Team Members**:

| Name | Affiliation | E-mail | Phone # | Role |
|---|---|---|---|---|
| Jeff Oxendine | UC Berkeley | [oxendine@berkeley.edu] | 510-642-2414 | Co-Chair |
| Averam Speranza | | [sp@speranza.us] | | Co-Chair |
| Martha Dameron | | [dameronmw@aol.com] | | Co-Chair |
| Subcommittee 1 | | | | |
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| Subcommittee 3 | | | | |
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**Reference:** ARRA page 142.

**Linkage to Other Workgroups:**
- Must integrate with Regional Extension Center

**Bi-Weekly Timeline of Key Deliverables (actual dates during indicated weeks are tbd):**
- May 26th, 2009 – Name co-chairs and divide into subcommittees
- June 8th – Subcommittee progress reports
- June 22rd – Subcommittee to present draft of plans to working group
- July 6th – Working group to present recommendations at Summit Meeting
- July 20st – First draft of deliverables due to Jonah Frohlich
- August 10th – Final report due
- September 1 – First draft of grant due
- September 15 – Submit grant